CITY OF JANESVILLE

Neighborhood and Community Services
COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG) PROGRAM
&

ROCK COUNTY CONSORTIUM

City of Beloit, City of Janesville, Greater Rock County
HOME INVESTMENT PARTNERSHIP (HOME) PROGRAM

Request for Proposals
INFORMATION and APPLICATION PACKET FOR
FISCAL YEAR 2022

July 2021
Neighborhood and Community Services Department
18 N Jackson Street
Janesville, WI 53548

608-373-3441
Fax: 608-755-3207

CITY OF JANESVILLE/ROCK COUNTY CONSOTRIUM
CDBG/HOME Requests for Proposals

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<u>**INTRODUCTION**</u>

<u>**GENERAL INFORMATION:**</u>

The City of Janesville announces the availability of funds for Community Development Block Grant (CDBG) and Rock County Consortium Home Investment Partnership (HOME) Programs Public Service projects. The funds are authorized under the Housing and Community Development Act of 1974, as amended, and are received from the U.S. Department of Housing and Urban Development (HUD). The City of Janesville administers these funds. The funds may be used for various activities which principally benefit low- and moderate-income persons.

This application provides information and instructions for organizations and agencies interested in applying for CDBG and HOME funds. Applications are available on the City of Janesville website.

<u>Eligible applicants:</u>

- Private non-profit organizations that have received 501(c)(3) federal tax exempt status from the U.S. Internal Revenue Service (IRS) and are registered as non-profit corporations in the State of Wisconsin.
- Public Agencies

<u>Funding cycle:</u>

- Funding under the 2022 program year is anticipated to be available beginning in the first quarter of 2022. However, funds are not available until the City receives a contract from the Federal U.S. Department of Housing and Urban Development. Once the City receives a contract from the U.S. Department of Housing and Urban Development, a written agreement between the agency receiving funds and the City will be developed. Federal regulations do not allow an applicant to be reimbursed for expenses incurred prior to the written agreement with the City.

<u>Estimated Funds Available</u>:

- It is unknown how much funding may be available in 2022. At this time, Congress has not prepared their 2022 proposed budget. Subject to change, we are anticipating preparing the 2022 Annual Action Plan assuming funding level with 2021 primary allocations and including a contingency plan for responding to decreases or increases in actual funding.

- In 2021, the City of Janesville received $500,304 in new CDBG grant funds and the Rock County HOME Consortium (Beloit, Janesville, Greater Rock County) received $673,828. Additional funding is available through the re-payment of housing loans throughout the year. The estimated level of funding available for CDBG Public Services is $88,000. HOME funds are available within the geographical boundaries of Rock County.

APPLICATION SCHEDULE: The following schedule has been developed for review of project applications and decisions on project funding.

June 16, 2021	CDA held an initial public hearing on community development needs and on the general operation of the CDBG and HOME Programs. The CDA set priorities for funding activities that meet with the high priorities defined in the 2020-2024 Consolidated Plan and these programs. Requests for Proposal and CDBG/HOME application forms are available for proposals that are consistent with the Plan.
August 6, 2021	Non-profit applications due for requests for funding.
August 18, 2021	CDA hears presentations by non-profits regarding their requests for funding. The CDA may make a preliminary allocation of the 2022 Community Development Block Grant Program and HOME Program funds to any outside agencies.
August 25, 2021	If needed, a special meeting at which CDA makes a preliminary allocation of the 2022 Community Development Block Grant Program and HOME Program funds to any outside agencies.
September 15, 2021	Consolidated Plan (Action Plan) Summary published for comment; beginning of 30-day review period.
October 20, 2021	CDA holds a public hearing on the proposed allocation of the 2019 CDBG and HOME funds and Consolidated Plan (Action Plan) 2019 Action Plan and makes a recommendation to the City Council.
November 17, 2021	Regulatory deadline for the submission of the 2022 Annual Action Plan is 45 days prior to the start of the Program year. Historically, HUD has waived this deadline due to a lack of a Federal Budget and pending Formula Allocation announcement. However as of the June 16, 2021 CDA meeting, no such waiver has been granted. If a waiver is granted, or HUD issues other guidance, the 2022 Annual Action Plan submission may be delayed. City Council acts on proposed budget and allocation of CDBG and HOME funds.

PRE-APPLICATION ASSISTANCE: Staff will be happy to answer questions about the CDBG and HOME programs, this form and the application process, but cannot help write the application or offer comment on drafts. More information and technical assistance can be obtained from:

Kelly Bedessem, Housing Director at (608) 755-3052, bedessemk@ci.janesville.wi.us or
Carrie Clark, Housing Financial & Rehabilitation Specialist at (608) 373-3441, clarkc@ci.janesville.wi.us .

APPLICATION DEADLINE:
An original copy of the full application and requested attachments must be _received_ in our office before 4:30 P.M. Friday, August 6, 2021. All proposals must be complete, signed and submitted in reproducible form. Proposals may be hand delivered to our offices located at Janesville City Hall, 18 North Jackson Street, Fourth Floor, Janesville, WI 53548, during normal business hours, Monday through Friday, 7:30 a.m. to 4:30 p.m. or they may be emailed to the following address: clarkc@ci.janesville.wi.us. **Email submissions should be in an Adobe PDF format.**

OVERVIEW OF CDBG/HOME PROGRAM REQUIREMENTS:

CDBG NATIONAL OBJECTIVE CDBG projects must principally benefit low income persons. Determination is based on limited clientele or area benefit activity.

Low- and moderate-income is defined as having an income equal to or less than 80 percent of the area median income, adjusted for household size. The specific household income limits are based on U.S. Census Bureau estimates, updated and issued by HUD annually. http://www.huduser.org/portal/datasets/il/il15/index.html

FY2021 HUD INCOME LIMITS (Section 8) for Rock County, Wisconsin (effective 6/1/2021, subject to change)

2021 ROCK COUNTY MEDIAN INCOME LIMITS			
Household Size	**Extremely Low**	**Very Low**	**Moderate**
	30%	**50%**	**80%**
1	15,350.00	25,550.00	40,900.00
2	17,550.00	29,200.00	46,750.00
3	21,960.00	32,850.00	52,600.00
4	26,500.00	36,500.00	58,400.00
5	31,040.00	39,450.00	63,100.00
6	35,580.00	42,350.00	67,750.00
7	40,120.00	45,300.00	72,450.00
8	44,660.00	48,200.00	77,100.00
**For each person over 8, add 8% of the 4 person base to the 8 person limit and round to the nearest $50.00			

Eligible activities for the CDBG program include the following: acquisition of blighted property; rehabilitation of property; acquisition, or construction of public works or facilities; assistance to for-profit and non-profit businesses and economic development organizations; code enforcement; special projects to remove architectural barriers; provision of public services; administrative and planning activities.

All activities funded under the CDBG program must meet <u>one</u> of the national objectives of:
1.   Benefit low and moderate income persons; or
2.   Prevent slums or blight; or
3.   Meet an urgent community need (e.g. activity related to aftermath of a tornado or flood).

At least 70% of the CDBG funds must be spent on activities directly benefiting low income persons.

HOME PROGRAM

Eligible activities under the HOME program include acquisition, rehabilitation, or construction of affordable housing or direct tenant-based rental assistance on an on-going rather than emergency basis.

All activities funded by the HOME program must provide affordable housing for low income persons (see table above). Further, tenant households in HOME-funded rental housing must be low-income as defined by the HOME Program, or at or below 60% of Rock County Median.

2021 HOME Rental 60% LIMITS	
Household Size	Limit
1	33,900
2	38,700
3	43,560
4	48,360
5	52,260
6	56,100
7	60,000
8	63,840

Activities funded by the HOME Program must remain 'affordable' based on the level of direct assistance provided to homebuyers and/or level of investment in a project.

HOME Affordability Period
$0 - $14,999	5 Years
$15,000 - $40,000	10 Years
Over $40,000	15 Years
New Construction	20 Years

ELIGIBLE ACTIVITIES and CONSOLIDATED PLAN CONSISTENCY:

The Community Development Authority has re-affirmed the high priority needs, goals and objectives identified in the 2020-2024 Consolidated Plan for inclusion in the 2022 Annual Action plan:

A link to the full version of the 5-Year Consolidated Plan can be found at:
https://www.janesvillewi.gov/departments-services/neighborhood-and-community-services The following Housing, Homeless and Community Development Strategies were established:

Housing Strategy – (High Priority)

Priority Need: There is a need to increase the amount of affordable, decent, safe, and sanitary housing for homebuyers, homeowners, and renters.

Objective: Improve, preserve, and expand the supply of affordable housing for low- and moderate-income persons and families that is decent, safe, and sound.

Goals:
- **HS-1 Housing Construction –** Increase the number of affordable housing units in the consortia for owners and renters by assisting with acquisition, rehabilitation, development fees, and construction.
- **HS-2 Housing Rehabilitation –** Continue to assist with rehabilitating existing affordable housing units occupied by owners and renters in the consortia by addressing code violations, emergency repairs, energy efficiency improvements, handicap accessibility and lead hazard reduction.

- **HS-3 Homeownership –** Continue to assist low- and moderate-income homebuyers to purchase homes through down payment and closing cost assistance, including housing counseling.
- **HS-4 Emergency Rental Assistance –** Provide short term rental assistance or security deposit assistance for low- and moderate-income renters.
- **HS-5 Fair Housing –** Promote fair housing choice through education, training, and outreach in the City and Rock County HOME Consortium.

Homeless Strategy – (High Priority)

Priority Need: There is a need for services and housing opportunities for homeless persons and persons or families at-risk of becoming homeless.

Objective: Improve the living conditions and support services available for homeless persons, families, and those who are at risk of becoming homeless.

Goals:
- **HMS-1 Housing –** Support the Continuum of Care's efforts to provide emergency shelter, transitional housing, permanent supportive housing, and other permanent housing opportunities.
- **HMS-2 Operation/Support –** Assist providers who operate housing or provide support services for the homeless and persons or families at-risk of becoming homeless.
- **HMS-3 Prevention and Re-Housing –** Assist the Continuum of Care's efforts in prevention of homelessness through anti-eviction activities and program for rapid re-housing.

Community Development Strategy – (High Priority)

Priority Need: There is a need to improve the community facilities, infrastructure, public services, and the quality of life in the City of Janesville.

Objective: Improve the community facilities, infrastructure, public services, public safety, and transportation, along with the elimination of blighting influences in the City of Janesville.

Goals:
- **CDS-1 Public Services –** Improve and enhance public services, programs for youth, the elderly, disabled, and general social/welfare public service programs along with mental health for low- and moderate-income persons.
- **CDS-2 Code Enforcement –** Undertake code enforcement activities to maintain the existing housing stock in the City.
- **CDS-3 Clearance/Demolition –** Remove and eliminate slum and blighting conditions through demolition of vacant, abandoned, and dilapidated structures.
- **CDS-4 Accessibility Improvements –** Improve handicap accessibility improvements and removal of architectural barriers to public and community facilities.
- **CDS-5 Neighborhood Facilities –** Improve neighborhood facilities in the City.
- **CDS-6 Transportation –** Support the expansion of transportation options to assist low- and moderate-income residents in the City.

Administration, Planning, and Management Strategy – (High Priority)

Priority Need: There is a need for planning, administration, management, and oversight of Federal, State, and local funded programs.

Objective: Provide sound and professional planning, administration, oversight, and management of Federal, State, and local funded programs and activities.

Goals:

AMS-1 Overall Coordination – Provide program management and oversight for the successful administration of Federal, State, and locally funded programs, including planning services for special studies, annual action plans, five-year consolidated plans, substantial amendments, consolidated annual performance and evaluation reports (CAPER), environmental reviews and clearances, fair housing, and compliance with all Federal, State, and local laws and regulations.

Economic Development Strategy – (Low Priority)

Priority Need: There is a need to increase employment, self-sufficiency, educational training, and empowerment for residents of the City of Janesville.

Objective: Improve and expand employment opportunities in the City for low- and moderate-income persons and families.

Goals:
- **EDS-1 Employment –** Support and encourage job creation, job retention, and job training opportunities.
- **EDS-2 Development –** Support business and commercial growth through expansion and new development.
- **EDS-3 Redevelopment –** Plan and promote the development, redevelopment, and revitalization of vacant and underutilized commercial and industrial sites.
- **EDS-4 Access to Transportation –** Support the expansion of public transportation and access to bus and automobile service to assist residents to get to work or training opportunities.

Other Special Needs Strategy – (Low Priority)

Priority Need: There is a need to increase housing opportunities, services, and facilities for persons with special needs.

Objective: Improve the living conditions and services for those residents with special needs, including the disabled population.

Goals:
- **SNS-1 Housing –** Increase the supply of affordable, accessible, decent, safe, and sanitary housing for the elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs through rehabilitation of existing buildings and new construction.
- **SNS-2 Social Services –** Support social service programs and facilities for the elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs.

Consideration will be given to applications that fall into these categories.

The services funded must be either a new service or demonstrate a quantifiable increase in the level of service. Projects must demonstrate that the CDBG funding applied for would not merely replace (supplant) other state or local government funding for an existing service or create a duplication of benefits. Services that were originally funded as a new or increased level of service are eligible for continued funding.

SERVICE AREA: **CDBG** funds must be used to serve persons residing in the **City of Janesville**. **HOME** funds must be used to serve persons residing in **Rock County**.

Eligible costs include: labor, materials, supplies, some operating and maintenance costs for the portion of the facility in which the public service is located, and equipment necessary for the provision of the public service.

Ineligible costs: Public facilities such as government buildings, stadiums, museums, etc.; operating and maintenance expenses except for the provision of authorized public services, political activities, income supplement/subsistence payments, or activities that are "community-wide" are not eligible for funding.

Emergency rent assistance is not an eligible activity under the HOME program.

FAITH-BASED ORGANIZATIONS:

   a. Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the CDBG/HOME programs.

   b. Organizations may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as a part of the programs or services funded with CDBG funds. If the organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded with CDBG funds, and participation must be voluntary for the beneficiaries of the CDBG-funded programs or services. Faith-based organizations may use space in their facilities to provide CDBG-funded services without removing religious art, icons, scriptures or other religious symbols.

   c. An organization that participates in the CDBG program shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

   d. A religious organization's exemption from the federal prohibition on employment discrimination on the basis of religion, set forth in section 702(a) of the Civil Rights Act of 1964 is not forfeited when the organization participates in the CDBG program. Notwithstanding the foregoing, non-discrimination requirements imposed by statute on all CDBG grantees shall apply to religious and faith-based organizations.

OTHER REQUIREMENTS INCLUDE BUT ARE NOT LIMITED TO:

Non-Discrimination and Equal Opportunity: Agencies receiving funding are required to comply with various federal, state and local laws that provide equal opportunity and prohibit discrimination against persons on the basis of race, color, national origin, religion, sex, age or disability. Discrimination is prohibited in the provision of services, in access to the services and to the facilities where the services are provided, and in all other aspects of administering CDBG/HOME projects such as employment and procurement.

Fiscal Management: Agencies receiving funding are required to comply with federal uniform administrative requirements regarding fiscal management including financial reporting, record keeping, accounting systems, payment procedures, procurement of goods and services, conflict of interest, and audit requirements. Non-profit organizations must administer programs in compliance with 24 CFR Part 84 and 2 CFR Part 200 Subpart F, 2 CFR Part 230. Public agencies must administer programs in compliance with 24 CFR Part 85 and 2 CFR Part 225

Insurance Requirements: Agencies receiving funding are required to provide proof of general liability insurance coverage. If services provided under the contract are provided by a licensed professional, then professional liability insurance will also be required. In addition, if driving is within the scope of services provided under the contract, then automobile insurance will also be required. Worker's Compensation Insurance is also required.

Reporting Requirements: Agencies receiving funding are required to submit quarterly and annual progress reports and budget reports. Required data to be reported includes: unduplicated number of clients served, demographic data on clients served (income level, race, ethnicity, disability, household composition), outputs (units of service provided), progress towards meeting outcomes, amount of funding leveraged from other federal, state/local, private or other funding sources, and additional information indicating compliance with other grant and contract requirements.

Other Federal Requirements: Funding recipients must comply with all other requirements set forth in 24 CFR 570 and in grant contracts. Federal regulations are available online at http://www.access.gop.gov/nara/index.html and OMB circulars are available online at http://www.whitehouse.gov/omb/circulars/index.html.

REVIEW AND DECISION-MAKING PROCESS:

Step 1 **Staff Review and Assessment.** City of Janesville Neighborhood and Community Services staff will perform a technical review of the applications for compliance with HUD requirements and the threshold criteria. Proposals failing to meet the threshold criteria will not be invited to present to the CDA and will not be considered for funding.

Step 2 **Proposals Submitted By CHDOS** will be reviewed by the Administrative Members of the Rock County HOME Consortium. A recommendation will be forwarded to the City of Janesville CDA for the Special Meeting.

Step 3 **The Community Development Authority** will hear **MANDITORY** presentations by applicants regarding their requests for funding on **August 18, 2021**. The CDA *may* make a preliminary allocation of the 2021 Community Development Block Grant Program and HOME Program funds to any outside agencies in lieu of holding a Special Meeting.

Step 4 **The Community Development Authority** will, if necessary, hold a special meeting on August 25, 2021. At this meeting the CDA will make preliminary allocations of the 2021 Community Development Block Grant Program and HOME Program funds to any outside agencies.

Step 5 **The Community Development Authority** will hold a public hearing on October 20, 2021 on the proposed allocation of the 2022 CDBG and HOME funds and the 2022 Action Plan and make recommendations to the City Council.

Step 6 **Final decision by Janesville City Council.** The Janesville City Council makes the final funding awards. The Council acts on a proposed budget and allocation of the CDBG and HOME funds, scheduled for November 2021.

NOTE: Disposition of final project awards is contingent on project eligibility and funding availability, as well as federal, state and local statutes, regulations, policies and contract requirements.

<table>
<tr><td colspan="3">City of Janesville
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) and HOME INVESTMENT PARTNERSHIP PROGAM (HOME)
THRESHOLD REVIEW AND EVALUATION CRITERIA</td></tr>
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Incomplete or late applications will not be considered. Applications must meet threshold criteria to be considered for funding.

THRESHOLD CRITERIA		
Criteria:	**Yes**	**No**
A. Application package is complete and was submitted on time.	☐	☐
B. Addresses a CDBG National Objective and is eligible under the CDBG Program regulations (24 CFR 570) or meets HOME regulations	☐	☐
C. Consistent with Consolidated Plan	☐	☐
Application Meets Threshold Criteria: If yes, proceed to review below.	☐	☐

EVALUATION CRITERIA

Applications will be evaluated based on the answers to the following questions based on a scoring matrix. (see attached matrix).

APPLICATION INSTRUCTIONS

- Please read all questions and instructions carefully. The care that goes into accurately and informatively completing this application is evidence of your agency's ability to manage the complexities of the CDBG and HOME program requirements.

- An electronic copy of the application is available upon request.

- Submit an original copy of the full application no later than 4:30 p.m. by Friday, August 6, 2021. The application must be received in our office by that date and time to be considered. Late applications will not be accepted.

- Paper applications should be fastened with a paper clip or other fasteners that can easily be undone for copying. Please do not use binders, covers, or staples. Emailed application materials should be in an Adobe PDF format.

- Any attachments should be attached at the back of the original application in the order listed.

- Additional printed documentation, photographs and maps may be placed immediately behind the page they refer to.

- Narrative responses should be double-spaced in a typeface no smaller than 11 point.

- Applications exceeding 20 pages (excluding attachments) and pages larger than 8 ½ by 11 are strongly discouraged and may require you to furnish additional copies at your own expense.

- Select the appropriate Section One for your proposed activity (public service, housing, other). You may delete the unused sections

- Include a DUNS Number on your application. If you do not already have a DUNS number, you may obtain one by calling 1-866-705-5711

- HOME Program applicants MUST submit Appendix B and/or Appendix C, in addition to all of the above.

I.   APPLICATION COVER SHEET

Project Title:

Project Applicant Contact Information

Legal Name of Applicant: _____

Applicant is: ___ Unit of Local Government ___ Municipal Corporation

 ___ Private, Non-Profit Organization   EIN#_____

DUNS #_____

Primary Contact Name: _____   Title: _____

Mailing Address: _____

Phone: _____   E-mail: _____

Project Location: _____

☐ City of Janesville   ☐ City of Beloit (HOME only)   ☐ Greater Rock County (HOME only)

Has this project previously received CDBG /HOME funding? _____   Yes/No

I am applying for: _____ CDBG Funding   _____HOME Funding

Project Description (limit to one sentence):

Budget & Service Levels:	PY2022	
CDBG/HOME Funding Requested		
Other Project Funding		
Total Project Budget		
Total Agency Budget		
Project Budget Percentage of Agency Budget		
Households Served		
Persons Served		

CERTIFICATION and AUTHORIZED SIGNATURE: To the best of my knowledge and belief, the information contained in this application, and in the additional required documentation submitted with this application, is true and correct. The submission of this application has been duly authorized by the governing body of the Applicant. The Applicant agrees that if the project is allocated funding, it will comply with all federal, state and local statutes, regulations, policies and requirements applicable to CDBG/HOME funding.

_____   _____

Signature of Authorized Applicant Representative   Date

_____

Name and Title of Authorized Applicant Representative (Please Print or Type)

I.   THRESHOLD AND ELIGIBILTY

Answer each question fully but concisely.

1. **Summarize your proposed project in one paragraph (2 to 3 sentences); include a general statement of the project's overall purpose. Identify if you are applying for CDBG or HOME funds.** Specific output and outcome goals are addressed in Section III questions 6 and 7.

2. **If applying for CDBG funds, how does your project meet and qualify under the CDBG National Objective?**

CDBG Public Service projects must meet the CDBG National Objective of principally benefiting low- and moderate-income persons. Please indicate how your proposed project meets and qualifies for this national objective. Check only one.

_____   A. Direct Benefit to Low to Moderate Income Individuals
_____   B. Benefit to a Low to Moderate Income Area
_____   C. Remove Slum/Blight

  If applying for HOME funds, what category does your project fit into?

_____ D. Home Owner Rehab

_____ E. Homebuyer Activities

   a. ____   Direct Homebuyer Assistance
   b. ____   *New Construction and Direct Homebuyer Assistance
   c. ____   Acquisition, Rehab, Resale and Direct Homebuyer Assistance
   d. ____   Affordable Rental Housing Development with Lease Purchase

_____ F. Rental Housing

   a. ____   Acquisition, Rehab, Affordable Rental Housing
   b. ____   Rehab, Multi-Family Rental Housing Development
   c. ____   *New Construction, Single or Multi-Family Rental Housing Development

3. **How will your project document that it meets the CDBG National Objective?**

If you checked A above,

   1. Indicate how your project will limit services exclusively to low-income persons.

   2. Describe the process your organization will use to document income eligibility.

   3. Attach a copy of the client intake form, highlighting the questions regarding family size and income.

If you checked B above, please:

   1. Indicate the total number of clients served in the past year.

   2. Indicate what percentage of those clients were low, very-low or extremely low-income.

   3. Indicate what income eligibility criteria was used to determine the percentages of all low-income persons.

   4. Describe the process your organization will use to document income eligibility.

5. Attach a copy of the client intake form, highlighting the questions regarding family size and income.

6. Describe how both the **a)** nature <u>and</u> **b)** location of the services to be provided demonstrate that the persons served will primarily be low-income persons.

<u>If you checked C above</u>, please:

1. Indicate the manner in which Slum or Blight will be determined.

2. Indicate the specific location of the property determined to be slum/blight.

<u>If you checked D, E, or F above</u>, please:

1. Describe your program or project.

2. What process is used to determine how individuals are selected to participate.

3. Identify how long your organization been providing these services and provide a history of any projects completed in the last 3 years.

4. **What priority need does the proposed project seek to address? (Check all that apply)**

— Job Training or Employment Services

— Rent Assistance

— Healthcare and Mental Health Services

— Alcohol and Other Drug Abuse Services

— General Case Management and Life Skills Training

— Transportation

— Self Sufficiency Programs.

— Increase quality, decent and affordable housing units

— Increase quality, decent and affordable rental units

— Increased home ownership opportunities

— Transitional Housing for general population

— Subsidized Housing

— Affordable Commercial Services-Grocery Stores and Laundromats.

5. **If the proposed project provides services to the homeless, do you currently participate in the Homeless Intervention Task Force or another related organization? (e.g. Point In Time Count)? _____ Yes/No**

   If yes, please briefly describe your participation in the last year.

6. **If applying for CDBG funds, will the project provide a new service or a quantifiable increase in the current level of service?**

If the proposed project is a new project or a continuing project that is requesting an increase in funding, please:

    1. State what your current level of service is.

    2. State what your current funding amount for this project is, if any.

    3. Indicate in quantitative terms how the new or increased funding will be used to provide a new service or quantifiable increase in the current level of service. *Projects must demonstrate that new or increased funding does not merely replace other state or local government funding for an existing service in order to be eligible for funding. Continuing projects that were originally funded for a new or increased level of service are eligible for continued funding at the same or lower level; increased requests for funding must be tied to a cost of living increase or to new or increased levels of service.*

7.   **If applying for CDBG funds, what is the percentage of persons served by your project that reside in the City of Janesville? If applying for the Rock County HOME Consortium, what is the percentage of persons served by your project that reside in Rock County?**

II.   COMMUNITY NEED & BENEFIT

1. What community needs and gaps in services does this project address?

Identify the current need in the community in the context of the CDBG/HOME priorities. Describe any gaps in service and the related need for the services proposed. Provide current local statistics, agency statistics or other evidence to document the needs and gaps. If you are submitting a proposal for housing development or rehabilitation under the HOME program, please include a brief market analysis to support the need for the project, potential sales price and estimated length of time property may be on market before re-sale.

2. What is the service location and target population of the project?

Describe the location where the services will be delivered compared to the need in the community. Identify the target population and their unique service needs. Provide details, if this is an expansion of services.

3. What other community services address the identified need?

Identify other services in the community that fill or address this need. Explain how the project's scope will not exceed or overfill the existing service gap.

III.   PROJECT DESCRIPTION & SOUNDNESS

1. What specific services or activities will the project provide?

Define and describe what services will be provided by this project (i.e. how they will be implemented, who will implement them, frequency and duration of services).

2. How do the proposed services address the needs identified?

Describe in detail what this project will accomplish and how the proposed services meet client or community needs.

3. What outreach methods will be used and how will clients access services?

Describe in detail how your proposed project will reach the targeted population especially those who are not able to readily access technology, how the target population will access the proposed program and service(s), any barriers and how they will be addressed to reach the target population, if and how your project prioritizes clients and why, and any exclusion criteria and why these criteria were selected.

4. How will the project collaborate with other similar service agencies?

Describe services and programs by other agencies that will provide the same or similar services and resources to your clients. Include how these services help meet needs and promote increased self-sufficiency. Describe how your agency will collaborate with the other agencies and programs. Include any formal agreements and history of partnerships in the community and linkages to mainstream resources.

5. What are the specific output goals for the proposed project?

A. **Persons Served**. Indicate the number of unduplicated households and persons to be assisted in total and the number to be assisted with CDBG/HOME funds requested. Unduplicated means that each household and person served by the project is counted only once during the program year.

	PY2022	
Project Outputs	Households	Persons
1. Total assisted with all funds		
2. Assisted with CDBG/HOME funds		

B. **Service Units**. Identify <u>and</u> define each service unit(s) to be provided. Examples of service units include: emergency shelter bed nights, case management hours, meals, vouchers, medical encounters, etc. Each project must track at least one service unit and the service unit(s) tracked should relate to how CDBG/HOME funding will be used in the project (e.g., if general operating costs are supported, bed nights may be an appropriate service unit; if only case management staff are supported, case management hours provided may be the most appropriate unit).

For each service unit identified, indicate in the table below the total number of service units to be provided and the number of service units to be provided with CDBG/HOME funds requested.

Program Year	Service Unit Type	Total Service Units (all funds)	CDBG/HOME Supported Service Units
PY2022			

6. What are the specific outcome goals for the proposed project?

Applicants must identify at least one and no more than three measurable outcomes for the proposed project. Complete the following information for each outcome:

A. State the outcome. Outcomes are the benefits or impacts that result from the services provided. Outcomes measure a change in knowledge, attitude, skills, behavior, conditions or status in the persons served. Examples: obtain, maintain or improve housing arrangements; reduce barriers

to employment and self-sufficiency; reduce or eliminate emergency need; improve parenting skills, etc.

B. Indicate the anticipated percentage and number out of total persons or families/households served who will achieve the outcome each year.

C. List the indicators that will be used to show that the persons served achieved the outcome. Examples: maintain transitional housing for six months, obtain GED/high school diploma, receive emergency meal or emergency shelter voucher, etc. Indicate how many of the indicators each person or family/ household will need to meet in order to achieve the outcome.

D. State the basis for selecting the outcome and how it demonstrates achievement of the overall goals of the project.

E. Indicate how you are going to measure the outcome include the data collection tools, the measurement timeline, and who will be responsible for monitoring progress and compiling the information required for reporting. Examples: case notes, pre-test and post-test, client self-assessment survey, client interview or observation, other records (ex. diploma or certificate) or other assessment tools.

Outcome 1:
____% (___ out of ___) of total persons served will achieve outcome each year; **or**   ____% (___ out of ___) of families/households served will achieve outcome each year.
Indicators: 1.   2.   3.   (___ out of ___ indicators must be met for each person or family/household in order to achieve outcome)
Basis for selecting outcome:
How outcome will be measured:

Outcome 2:
____% (___ out of ___) of total persons served will achieve outcome each year; **or**   ____% (___ out of ___) of families/households served will achieve outcome each year.
Indicators: 1.   2.   3.   (___ out of ___ indicators must be met for each person or family/household in order to achieve outcome)
Basis for selecting outcome:
How outcome will be measured:

Outcome 3:
____% (___ out of ___) of total persons served will achieve outcome each year; **or**   ____% (___ out of ___) of families/households served will achieve outcome each year.
Indicators: 1.   2.   3.   (___ out of ___ indicators must be met for each person or family/household in order to achieve outcome)
Basis for selecting outcome:
How outcome will be measured:

7. What experience do you have in serving the target population and in providing the type of service in the proposed project?

Describe past experience and performance achieved by this project or similar project; include any barriers encountered and how those barriers were addressed, as well as whether project goals were achieved.

IV. ORGANIZATIONAL CAPACITY

1. What is your organization's experience in managing publicly funded projects?

A. Describe any specific experience your organization has in the administration of federal, state, and local government funds. If your organization does not have experience as an organization, then the relevant experience of board members or staff may be used.

B. Describe your organization's fiscal management including financial reporting, record keeping and accounting systems.

C. Describe whether your organization has a written personnel policy manual that includes procedures for personnel and financial management, a process for grievance, and a plan for affirmative action.

D. If you have current CDBG/HOME projects/contracts, are they progressing timely and in accordance with the project accomplishments and schedule? If not, explain why.

2. List funders and describe type and frequency of monitoring, as well as any findings, and the resolution of those findings.

3. What are the qualifications of the staff members involved in the project?

Describe the qualifications (e.g., education, training, experience) of the specific staff members who will manage the project and provide services.

4. **How will your organization assure that project services are provided in a culturally competent and linguistically accessible manner?**

Explain your agency's commitment to and ability to provide services that are culturally competent and linguistically accessible. Include a description of:

A. How the project's service design and delivery provide for the cultural and linguistic needs of project clients;

B. The cultural backgrounds and experiences of board members and staff; and

C. The training and policy guidance provided to board members and staff regarding cultural competence and language barriers.

5. **How does your organization use collaboration with other local community organizations to support the proposed project?**

A. List the committees, groups, or meetings your organization participates in. For recurring meetings, the expectation is that you list organizations where your agency is present at 75% or more of meetings.

B. Describe how the collaborations listed help to develop support for the proposed project (such as enhanced access to services needed by project clients, a shared scarce resource, or improved public policy).

V. FINANCIAL FEASIBILITY

1. **Provide a copy of the latest Budget Summary for your organization.**

A. Detail by line item the applicant's proposed project budget separating requested CDBG/HOME funding from additional agency funding dedicated to the project.

B. Explain in narrative form how CDBG/HOME funds will be used as shown in the budget summary and budget worksheets (e.g. specific positions, type of communication costs, type of supplies, description of equipment items in support of direct services). If your program generates program fees or program income, explain how these dollars are generated (ex. late fees, counseling fees, transitional housing rent, etc.). For each position for which you are requesting full or partial CDBG/HOME funding, attach a current job description that includes a list of the duties and minimum qualifications for filling the position. Note: City of Janesville policy is not to reimburse agency administrative costs such as a director's salary when not providing direct service to clients.

2. **Project Costs**

A. Cost Per Person. Calculate the cost per person to provide services under the proposed project for 2022 using all funding that supports the project and all of the persons served by the project.

B. Cost Per Service Unit. For each type of service unit provided, indicate the projected costs per service unit and how that cost was calculated.

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1.	Total Project Cost (all funds)	
2.	Total Number of Persons to be Served (all funds):	
3.	Cost Per Person to be Served: (all funds divided by all persons served)	

3. If funded, will the proposed project leverage additional resources?
List the source and amount of funds to be leveraged with CDBG/HOME funding for this project on the Budget Summary for each year of funding requested. Identify which of those funds have been secured, applied for, or are anticipated to be applied for in the future. If applying for HOME funds, indicate the source and amount for any HOME eligible match that you will contribute to the project.

4. If the proposed project is funded at a level lower than requested, at what amount of funding can the sponsoring agency still deliver meaningful service?
Due to the limited availability of resources it is often necessary to fund proposed projects at levels below the levels requested. Please describe a reduced level of funding at which effective service can be delivered and what reductions in your budget can be made.

5. Financial Planning for Project Sustainability.
Describe efforts by the agency to develop:
A. alternative future sources of funding to support the proposed project, and
B. a financial contingency plan in preparation for possible funding reductions.

6. Financial Management Capability:
Provide a narrative of your agency's financial management capacity and include financial audits; describe type, frequency, findings, and resolution to findings.

Definition and Documentation of Homelessness

The following chart provides the HUD definition and recommended documentation of homelessness for persons served. The documentation of homelessness required depends on the category of homelessness into which the client is placed.

Category 1: Literally Homeless - **Definition**

(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  (i). Has a primary nighttime residence that is a public or private place not meant for human habitation;
  (ii). Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
  (iii). Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

Category 1: Literally Homeless - Documentation

• Written observation by the outreach worker; or
• Written referral by another housing or service provider; or
• Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter;
• For individuals exiting an institution, one of the forms of evidence above and:
  o discharge paperwork or written/oral referral, or
  o written record of intake worker's due diligence to obtain above evidence and certification by individual that they exited institution

Category 2: Imminent Risk of Homeless - Definition

(2) Individual or family who will imminently lose their primary nighttime residence, provided that:
  (i). Residence will be lost within 14 days of the date of application for homeless assistance;
  (ii). No subsequent residence has been identified; and
  (iii). The individual or family lacks the resources or support networks needed to obtain other permanent housing

Category 2: Imminent Risk of Homeless - Documentation

• A court order resulting from an eviction action notifying the individual or family that they must leave; or
• For individual and families leaving a hotel or motel-evidence that they lack the financial resources to stay; or
• A documented and verified oral statement; and
  o certification that no subsequent residence has been identified; and
  o self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing.

Category 3: Homeless Under Other Federal Statutes - **Definition**
(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: 　(i).　Are defined as homeless under the other listed federal statutes; 　(ii).　Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; 　(iii).　Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and 　(iv).　Can be expected to continue in such status for an extended period of time due to special needs or barriers
Category 3: Homeless Under Other Federal Statutes - **Documentation**
• Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; and • Certification of no PH in last 60 days; and • Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; and • Documentation of special needs or 2 or more barriers.
Category 4: Fleeing or Attempting to Flee Domestic Violence - **Definition**
(4) Any individual or family who: 　(i).　Is fleeing, or is attempting to flee, domestic violence; 　(ii).　Has no other residence; and 　(iii).　Lacks the resources or support networks to obtain other permanent housing
Category 4: Fleeing or Attempting to Flee Domestic Violence - **Documentation**
• For victim service providers: 　○ An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker. • For non-victim service providers: 　○ Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. 　○ Where the safety of the individual or family is not jeopardized, 　　+ The oral statement must be verified; and 　　+ Certification by the individual or head of household that no subsequent residence has been identified; and 　　+ Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.